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IT-Universitetet i København

User manual to Canon IR2200i and IR3300i at ITU

This user manual is sufficient to solve the most common functions on the new multi purpose copying machines from Canon.

Complete user manuals for the machines and other recently installed machines at ITU can be downloaded from the address: http://www.itu.dk/intern-service/kopimaskiner/

You must have a ITU copy card in order to use the machines.

- Short introduction to the copy functionalities of IR2200i and IR3300i.
- Short introduction to the print functionalities of IR2200i and IR3300i.
- Short introduction to the scan and email functionality of IR2200i and IR3300i.

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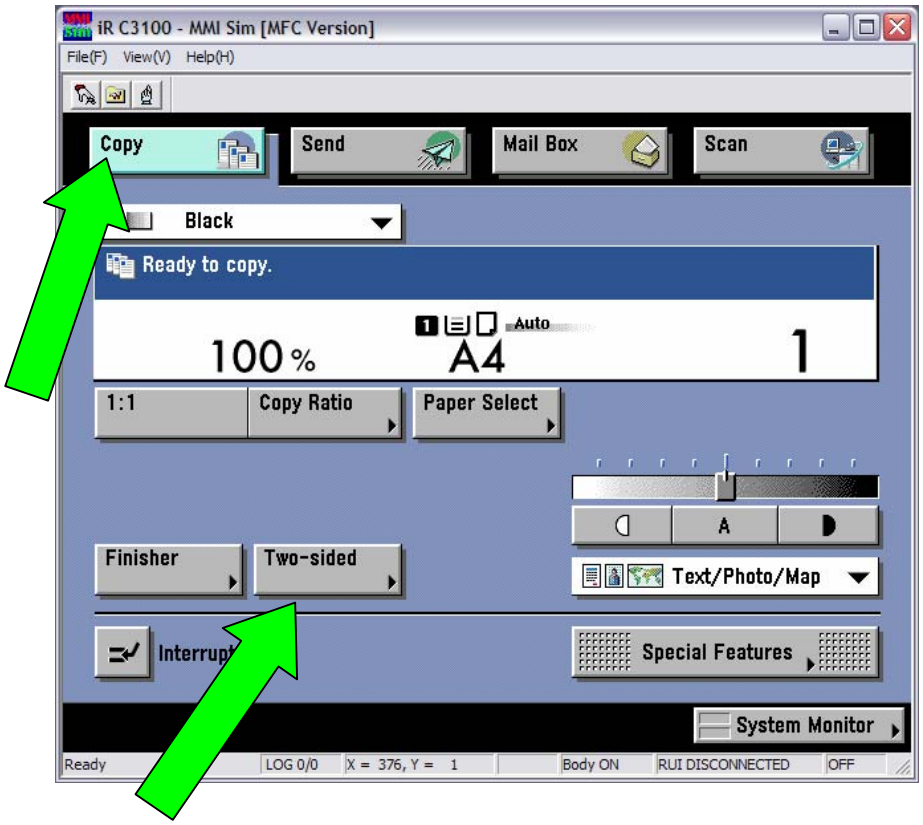
- Short introduction to the copy functionalities on IR2200i and IR3300i.
  - Copying – dublex.

Before copying, you must insert the copy card in the card reader. If you are entitled to use the machine and if you have a positive print account balance, then you will see a menu on the screen on the card reader. Choose ”Copy”. Now turn to the display on the copy machine. Put the masters in the sheet feeder or direct on the glass and choose *Copy*.

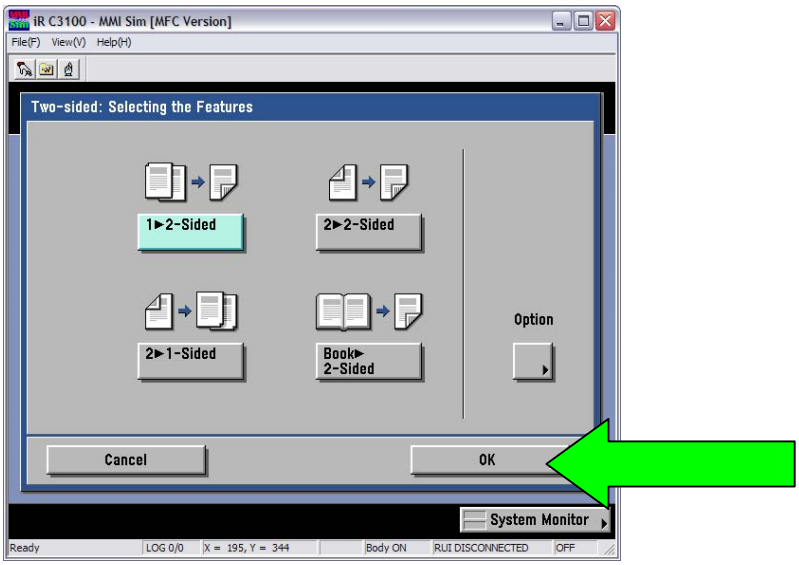
The main menu shows the basic functionalities. Other menus can be viewed by a push on one of the buttons.



Copying - dublex:

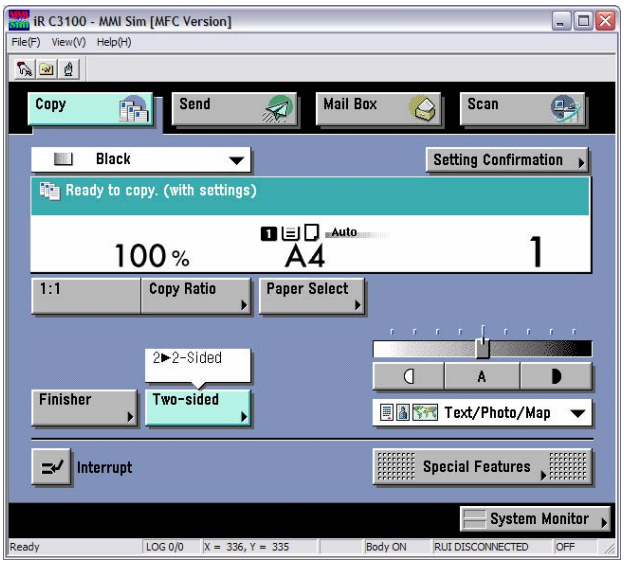
Dublex: In the main picture choose *Two-sided*. You see a menu where you choose how to copy the master.

- From 1-side to 2-sided.
- From 2-sided to 2-sided.
- From 2-sided to 1-sided.
- Book to 2-sided.



Activate your choice and choose *OK*.

Next you see the option chosen in the main picture. Now type the number of copies and press the big green button at the right side of the display.



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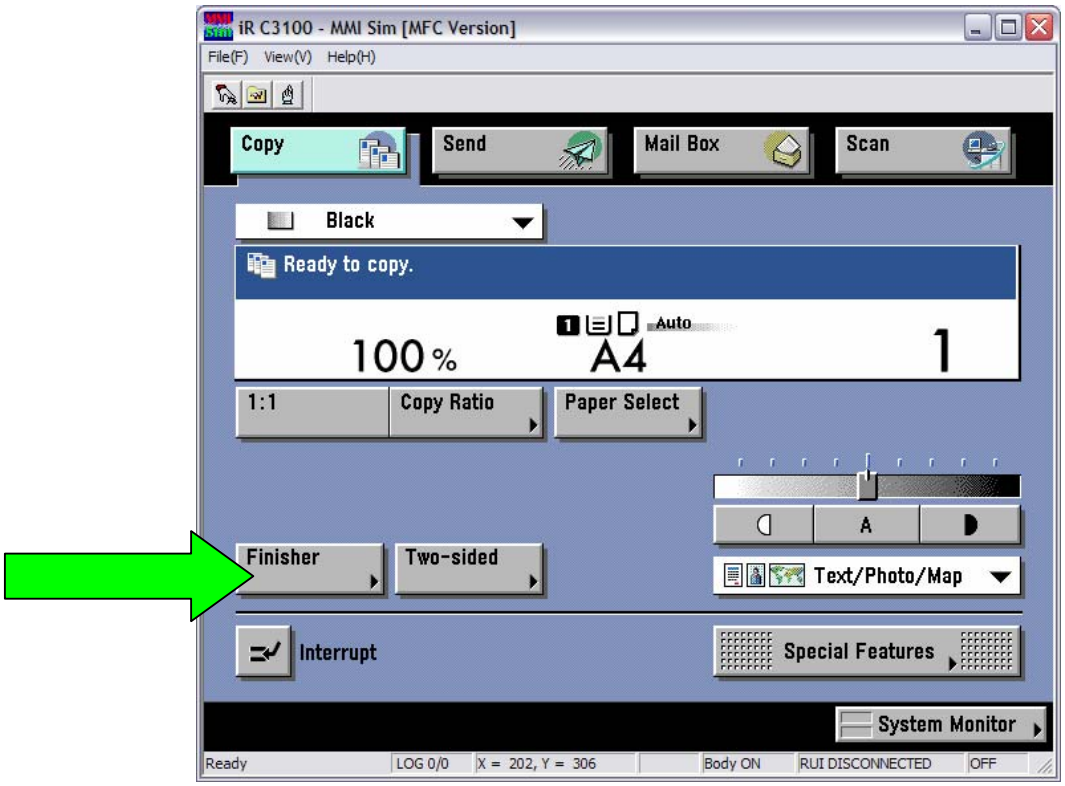
- Short introduction to the copy functionalities of IR2200i and IR3300i.
  - Copying and staples.

Before copying, you must insert the copy card in the card reader. If you are entitled to use the machine and if you have a positive print account balance, then you will see a menu on the screen on the card reader. Choose ”Copy”. Now turn to the display on the copy machine. Put the masters in the sheet feeder or directl on the glass and choose *Copy*.



Stapling and sorting: In the main picture on the copy machine choose *Finisher*. Then you see a menu where you can choose how to sort the material and whether you want it to be stapled.

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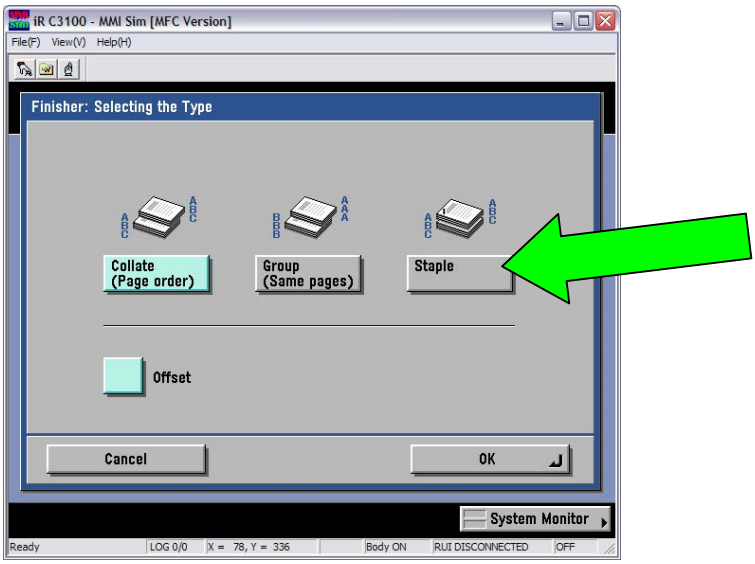
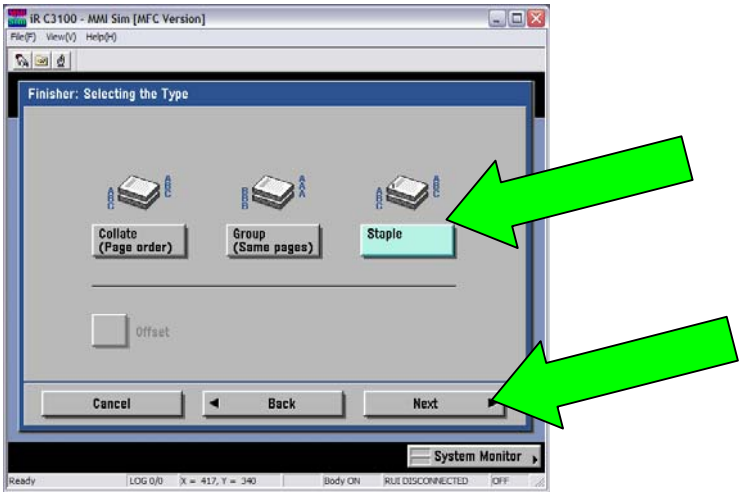
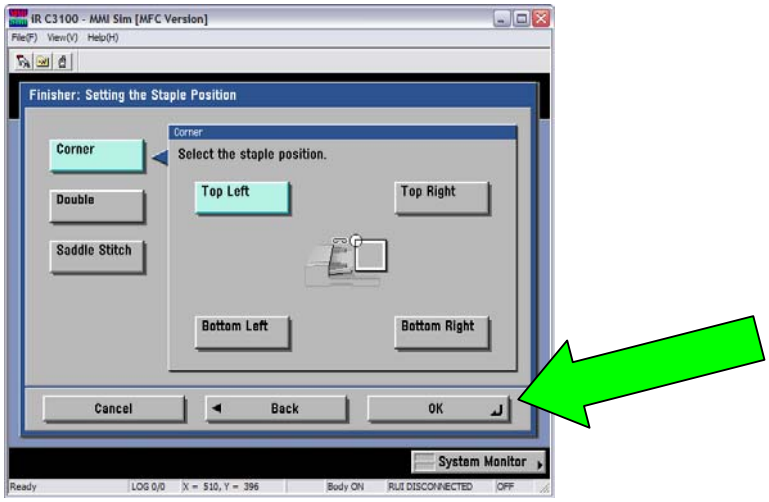


Staple: To insert staples choose *Staple*. By choosing *Next* you see a picture where you can place the staples.





Choose *OK* when you have chosen the position of the staple.

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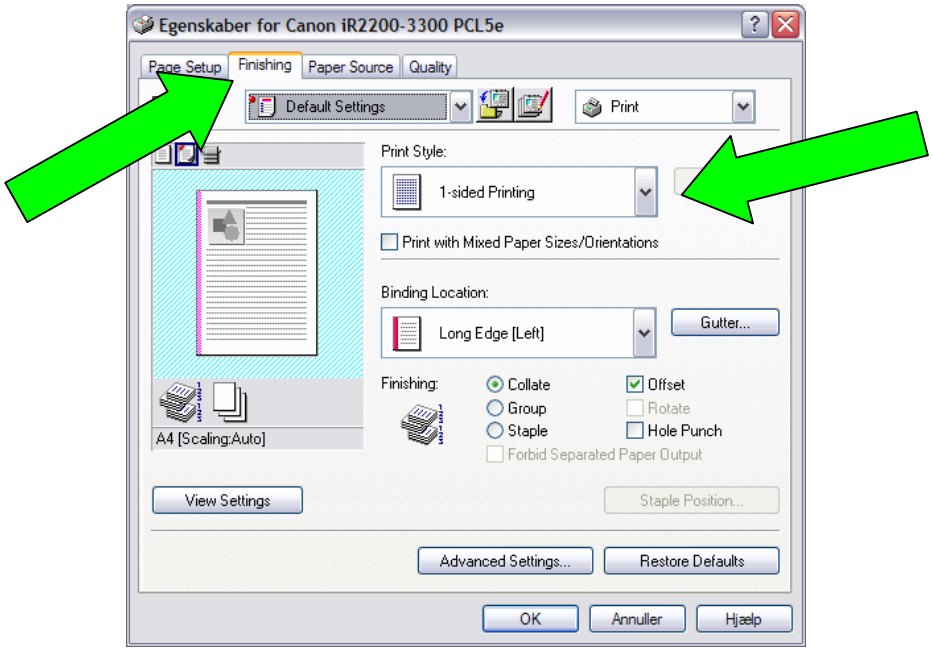
- Short introduction to print with IR2200i and IR3300i.
  - Print - dublex.

Before printing, you must insert the copy card in the card reader. If you are entitled to use the machine and if you have a positive print account balance, then you will see a menu on the screen on the card reader. Choose ”Print” and you will see a list of all your print jobs located on the print server.

The menu provides you with the following options:

- Delete one or more print jobs.
- Choose number of copies.
- Send print jobs to the printer.
- Send print jobs to the printer but also keep the print job on the print server for later retrieval (Retain).

Now turn to the display on the copy machine.



There are different options to your print job in the menu item ”Finishing”.

At the url http://www.itu.dk/intern-service/kopimaskiner/ you can see the available options (e.g., folding, stapling) on the various printers at ITU.

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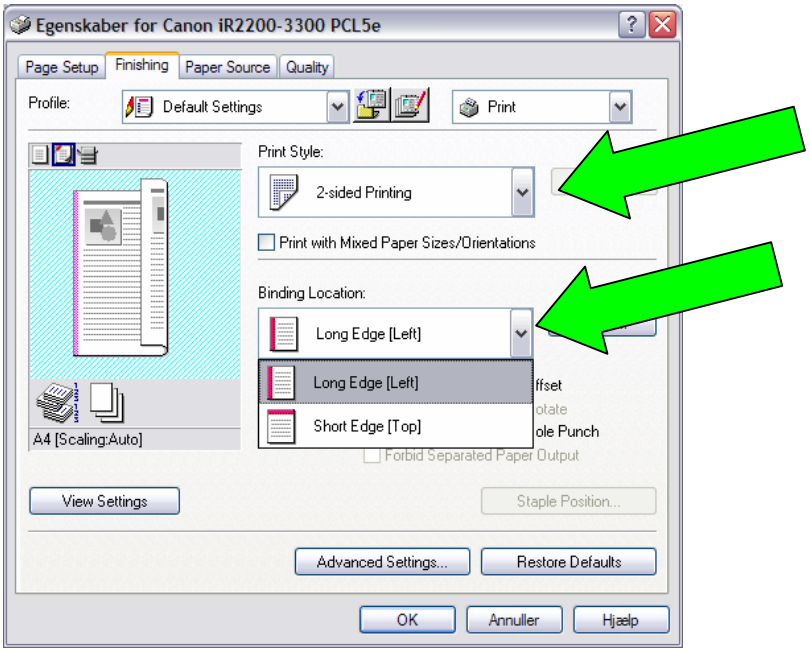
Printning - dublex

Under ”Finishing” you can choose to print 2-sided. When you choose 2-sided you can also choose the *Binding Location,* that is, whether the binding should be along the ”Long Edge” (portrait) or ”Short edge” for documents with horizontal orientation (landscape).



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- Short introduction to print with IR2200i and IR3300i.
  - Print and stapling

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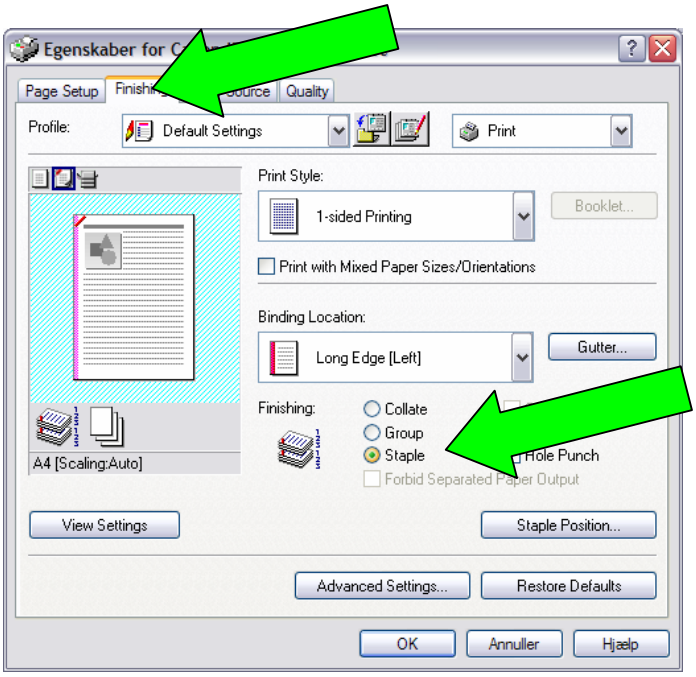
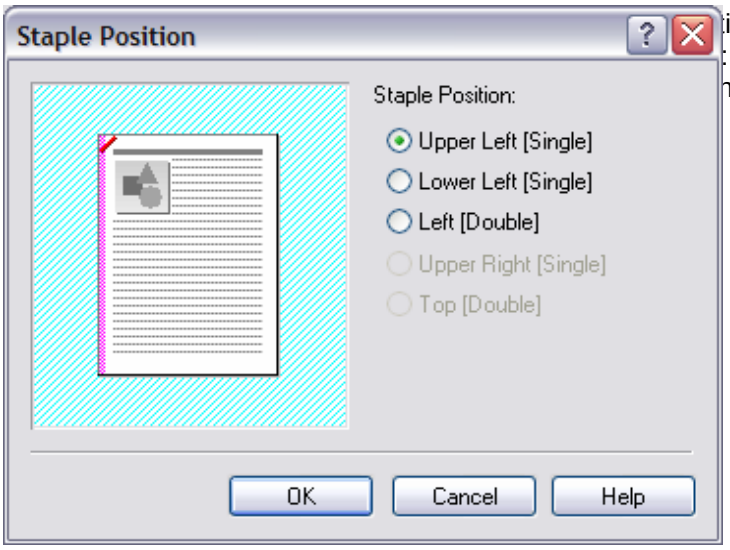


You find various options for finishing the print in the menu item ”Finishing”.

Staple



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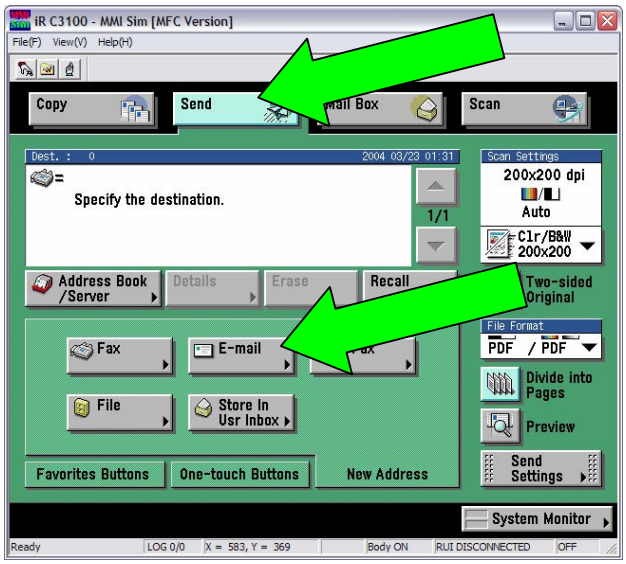
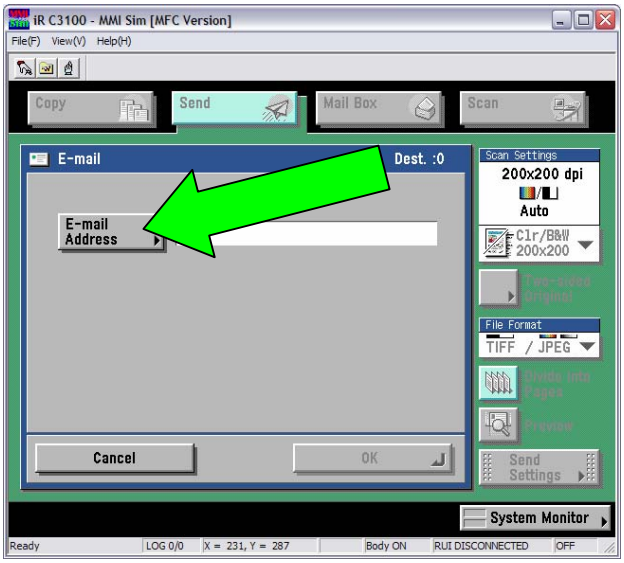
- Short introduction to scan and e-mail with IR2200i and IR3300i.



In the display on the copy machine choose ”Send”. You can then scan your documents and send them by e-mail, fax or to a file in a folder on the network.

To scan and send the result to an e-mail address you must choose ”E-mail” in the ”Send” menu. Then you choose “E-mail Address” and type in an e-mail address using the keyboard on the display. Notice the @-symbol at the lower right of the keyboard.



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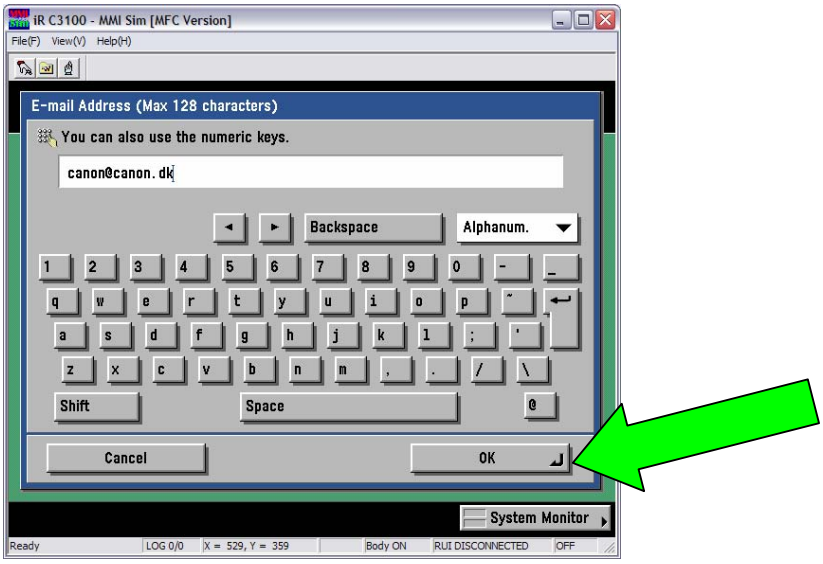
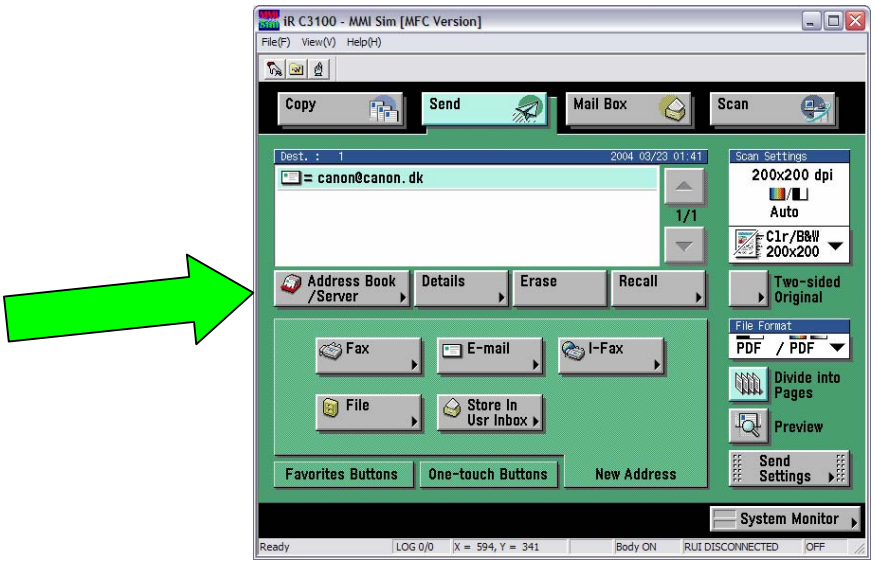


Now choose ”OK” and you will return to the Send menu where you can choose a file format. It is normally a good idea to choose PDF, which is a well suited format for presentation on the web and on all computer systems available (e.g., Windows, Linux and Mac). You can view PDF-files using the program Acrobat Reader.



Alternatively you can choose the receiver in the ”Address Book / Server”. However, in that case the receiver must then be in the internal address book. Currently the internal address book is empty.

You simply press the large green button at the right of the display when you have placed the masters in the machine. The masters will then be scanned and sent to the recipient. Notice, that the sender on the mail is the machine and not your normal e-mail address. Also the subject in the mail will be a standard text like “ituscan bla bla”.